

681—3.69(19A) Certification from eligibility lists. The resident director will certify the names of eligible candidates in the following manner:

From a reemployment list the resident director will certify for appointment in the following order:

1. If the vacancy occurs in a college or operating division in which employees on the reemployment list for that class were last employed, the resident director will certify the one employee highest on the list who was laid off, demoted or took a medically related disability leave from that college or division; or

2. If the vacancy occurs in a college or operating division other than the one in which any employee on the reemployment list for that class was last employed, the resident director will certify the names of the six employees standing highest on the reemployment list.

When the reemployment list for a class has been exhausted, the resident director will certify for employment candidates on the eligibility register of the employment list for the appropriate class or the names of candidates on the promotional lists for the appropriate class. Employing departments may request the names of candidates from either or both lists.

3.69(1) Eligibility registers. An eligibility register will consist of the names of the applicants on the appropriate employment eligibility list who received the highest six scores.

In the interest of speed and efficiency in the selection process, candidates may be certified and referred to more than one vacancy at the same time. However, with reasonable regard for candidates standing highest on eligibility lists, a resident director will not be required to make simultaneous certification of the same name on different certifications made concurrently for the same class of position. If more than one vacancy in the same class exists at the same time in one department, the resident director may certify and refer to that department the names of applicants on the eligibility list who received the next score below those included on the register. Such an additional certification may be made for each vacancy in excess of one.

For positions in traditionally segregated job classes in which there is a manifest imbalance reflecting substantial underrepresentation of women or minorities, the resident director shall, if possible, certify for inclusion on the eligibility register the names of female or minority applicants receiving the highest score on the competitive examination if women or minorities are not already included in the highest six scores.

Traditionally segregated job classes in which there is a manifest imbalance reflecting substantial underrepresentation of women or minorities shall be defined as the job groups identified as problem areas in the most recent affirmative action plan of the regent institution in which the position is available.

3.69(2) Special qualifications. An employing department may request in writing that the resident director certify for appointment candidates who have special qualifications in addition to the minimum qualifications prescribed in the class specifications. If, in the judgment of the resident director, such a request is validly related to job performance, the resident director may certify, in the order of their standing on the eligibility list, only the names of eligibles who have such special qualifications.

This rule is intended to implement Iowa Code section 19A.9(7).